

**Memorandum of Agreement  
Stockton Site-to-Site Travel**

**Agreement:**

The agreement calls for reimbursement to faculty and professional staff who are required to travel on one day between University work sites in the performance of duties of their position. Examples may include travel between work sites for classes, for required meetings associated with teaching or service activities, for required job duties and assignments, and/or for scholarly/creative activities that require a site-specific time-sensitive or physical presence. However, travel between home and any work site is not reimbursed. Travel to another site for lunch or informal interaction with colleagues is not reimbursed. In the interests of reducing the carbon footprint, SFT members are encouraged to avail themselves of the University-supplied shuttle, where available.

**Eligibility:** All full-time, part-time, adjunct faculty, and professional staff are eligible under this agreement.

**Procedures:**

- Normally, eligible faculty and staff eligible will work with their Dean or Director each semester and summer terms to determine their eligibility for reimbursement and will complete a designated site-to-site travel form for the sole purpose of faculty and staff travel between and among Stockton work sites.
- Travel between sites will be then be reimbursed at the University's official mileage rate indicated on the Stockton University designated travel form; if the mileage rate increases or decreases during the travel period, the relevant rate for the dates travelled will be used for reimbursement.
- While the Master Agreement generally calls for reimbursements of travel expenses within 30 days of application, the SFT and Administration have agreed that reimbursements will be made once per semester, and paid within 30 days of the end of the semester through direct deposit.

**TERM OF AGREEMENT**

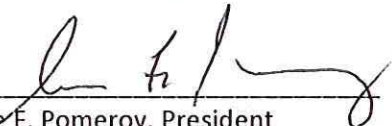
This Agreement shall remain in full force and effect from this date until August 31, 2018. The Agreement shall automatically be renewed from year to year thereafter, unless either party shall give to the other party written notice of its desire to terminate, modify, or amend this Agreement. Said notice shall be given the other party in writing no later than 30 days prior to August 31, 2018, or 30 days prior to August 31 of any succeeding year for which this Agreement is automatically renewed.

IN WITNESS THEREOF, the College and the Stockton Federation of Teachers have caused this Memorandum of Agreement to be executed this 10<sup>th</sup> day of April, 2015.

For: Stockton University

  
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Herman J. Saatkamp, Jr., President

For: The Stockton Federation of Teachers

  
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Anne F. Pomeroy, President